



MAKANA LOCAL MUNICIPALITY



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be

*Makana Municipality
strive to ensure
sustainable, affordable,
equitable and quality
services in a just,
friendly, secure and
healthy*

Draft Service Delivery Budget Implementation Plan

2019 - 2020

EXECUTIVE SUMMARY:

Our Service Delivery and Budget Implementation Plan (SDBIP) commits Makana Local Municipality to ensure that the organisation actually delivers on the Integrated Development Plan (IDP), budget (both capital and operational) spending and service delivery targets during the 2019/20 financial year. It is a continued commitment on how we will on quarterly basis implement and report on (service delivery) the objectives set out in our IDP. SDBIP gives operational expression to the developmental local government and the IDP.

The IDP is a strategic development plan which represents the driving force for making the Municipality more strategic, inclusive, responsive, and performance driven in character. The IDP therefore serves a contract between the Municipality and its residents in which it guides and informs all planning, budgeting, investment, development, management and implementation in the medium-term decision-making. It is a plan for the entire municipal area and not just for specific areas.

It is in this context that our IDP, budget and SDBIP would assist the Municipality to be rebuild in a way that the livelihoods of our people will improve and therefore contribute meaningfully in our open and transparent planning and implementation systems.

On 28 March 2019 Council approved the 2019/20 draft budget to reaffirm the Municipality's commitment to achieve its service delivery targets. Capital and operational budget were aligned to DoRA allocations and projected revenue collections. The Service Delivery Budget Implementation Plan was then drafted to be in line with the draft budget.

It is envisage that the SDBIP will be used as tool as

1. Improve oversight by political arm of the Municipality
2. Improve Expenditure on Operational and Capital
3. Improve Monitoring and Evaluation
4. Prioritisation of the Activities
5. Improve allocation of funds
6. Improve Alignment between IDP and Budget

OFFICIAL SIGN-OFF

It is hereby certified that this Draft Service Delivery Budget Implementation Plan :

1. Was developed with the supervision of the Executive Mayor of Makana Municipality and Management, as per the prescripts of the Municipal Finance Management Act No.56 of 2003 as guidance by MFMA Circular 13.
2. Takes into account all the relevant Acts, legislations, policies and other mandates for which the South African Resources Agency is responsible; and
3. Reflects the strategic outcome orientated goals and objectives which the Makana Municipality will endeavour to achieve over the period 1 July 2019 – 30 June 2020.

Mr. MA Mene
Municipal Manager

Signature:



Date

28/03/2019

Mr GJ Goliath
Chief Financial Officer

Signature:



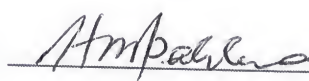
Date:

28/03/2019

APPROVED BY:

Cllr M.Mpahlwa
Executive Mayor

Signature:



Date:

28/03/2019

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1. STRATEGIC OVERVIEW:

The strategic direction that the Makana Municipality is undertaking is set out in its Integrated Development Plan (IDP). The plan has been reviewed for the 2019/20 financial year in conjunction with the stakeholders and community and the implementation of the Makana IDP is supported by the Medium Term Revenue and Expenditure Framework (MTREF) budget. The services that the Municipality provides and the investment in infrastructure will make the Municipality globally safe and attractive to live, work and invest. Investment supports and drives the development path and brings the opportunities of job creation that will ultimately improve social and economic livelihoods of the residents of Makana. The development of Service Delivery and Budget Implementation Plans (SDBIPs) is a requirement under Municipal Finance Management Act (MFMA) and gives effect to the municipality's Integrated Development Plan (IDP) and annual budget.

The SDBIP is an expression of the objectives of the Municipality, in quantifiable outcomes that will be implemented by the administration for the financial period from 1 July 2019 to 30 June 2020. The SDBIP includes the service delivery targets and performance indicators for each quarter that should be linked to the performance agreements of senior management. These are integral to the implementation and entrenchment of our performance management system.

The SDBIP facilitates accountability and transparency of the municipal administration and managers to the Council and Councillors to the community. It also fosters the management, implementation and monitoring of the budget, the performance of top management and the achievement of the strategic objectives as laid out in the IDP. The SDBIP enables the Municipal Manager to monitor the performance of senior managers, the mayor to monitor the performance of the municipal manager and for the community to monitor the performance of the municipality as each activity contains outputs, outcomes and timeframes. The SDBIP is compiled on an annual basis and includes a 3 year capital budget programme.

The SDBIP is yet another step forward to increasing the principle of democratic and accountable (local) government as enshrined in Section 152(a) of the Constitution. The Municipality agreed with five strategic priority areas from which are aligned to National Key Performance Areas will be cascaded to Directorates and Sub-directorates in a way of compilation of directorates SDBIPs (Scorecard) underpinned by various programmes and projects with necessary resource allocations. Development objectives are will be measured through key performance indicators at every level, and continuously monitored throughout the year.

NO	IDP Reg	STRATEGIC OBJECTIVES(ST)	KEY PERFORMANCE AREA	KPI NO	KEY PERFORMANCE INDICATOR	INDICATOR CODE	KEY FOCUS AREA	IDP NO	PROJECT NAME	BUDGET	ANNUAL TARGET
32.0	53	To ensure adherence to town planning and building control legislation	Human Settlement Management	53.7	Progress reports on the steps taken to establish social housing	6.53.53.7P259	Spatial planning	P259	Social Housing	Municipal running cost	4 Reports to portfolio committee
33.0	21	To ensure adherence to town planning and building control legislation		21.9	Quarterly reports regarding the scanning of old building plans	3.21.21.9P127	Building control	P127	Scanning of old building plans	Municipal running cost	4 Quarterly reports regarding the scanning of old building plans
34.0	21	To ensure adherence to town planning and building control legislation	Local Economic Development and Planning	21.9	Report quarterly on illegal buildings and complaints	3.21.21.9P127	Building control	P127	Illegal users	Municipal running cost	4 quarterly reports about illegal buildings and complaints received
35.0	22	Promote and support SMME development	Local Economic Development and Planning	22.3	Quarterly Reports on subcontract works awarded to local SMMEs in compliance with the revised Preferential Procurement Regulations of 2017	2.22.21.3P137	SMME Development	P137	Implementation of the revised Preferential Procurement Regulations of 2017	Municipal running cost	Four quarterly reports on subcontract works awarded to local SMMEs in compliance with the revised Preferential Procurement Regulations by 30 June 2020
36.0	25	Promote and support Agricultural development		25.5	Conduct capacity building on emerging farmers in livestock management and piggy production.	3.25.25.5P153	Agriculture and Rural Development	P153	Co-operative development and capacity building	R50 000,00	Progress Report will be submitted quarterly.
37.0	25	Promote and support Agricultural development		25.6	Write proposals and submit funding applications to promote the establishment of Sustainable Community Urban Agricultural.	3.25.25.6P154	Agriculture and Rural Development	P154	Promote green economy through sustainable Urban Agriculture (SUA) both in rural and urban	R50 000,00	Reports on funding application submitted by emerging farmers will be submitted a the end of each quarter
38.0	25	Promote and support Agricultural development	Local Economic Development and Planning	25.7	Write proposals and submit funding applications to promote initiatives to support women and youth in agriculture and rural development.	3.25.25.7P155		3.25.25.7P155	Promotion of women and youth in agriculture and rural development	R50 000,00	Progress report on the provision of infrastructural development and services at Thorn park will be submitted at the end of each quarter.

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39,0	26	Promote and support Agricultural development	Local Economic Development and Planning	26.1	Three progress reports on Community Works Programme	3.26.26.1P134	Job Creation	P134	Implementation of the Community Works Programme	Municipal running cost	Three progress reports on CWP 30 June 2020
40,0	23	Promote and support SMME development	Local Economic Development and Planning	23.3	Four reports submitted by Makana Tourism on funding received from Makana Municipality	3.23.23.3P142	Tourism Projects: Tourism Project 2	P142	Makana Tourism support	R900 000,00	Four Quarterly reports by Makana Tourism on funding received from Makana Municipality by 30 June 2020
41,0	22	Promote and support SMME development	Local Economic Development and Planning	22.4	Number of stands allocated to crafters at the National Arts Festival	3.22.22.4P138	LED and Planning - Tourism Development:	P138	Festival support programme for crafters	Municipal running cost	Reports on the number of stands crafters will exhibiting at the National Arts Festival by 30 June 2020
KEY PERFORMANCE AREA (FOUR): INSTITUTIONAL DEVELOPMENT AND Financial MANAGEMENT											
42,0	28	To create an efficient, effective and accountable administration	Institutional Development and Financial Management	28.7	Report quarterly on the training or capacity building conducted inline with WSP	4.28.28.7P169	Corporate :Human Resources	P169	Human Resource Capacity development	R350 000,00	Four(4) Reports
43,0	28	To create an efficient, effective and accountable administration	Institutional Development and Financial Management	28.6	Development of Work Skills Plan	4.28.28.6P168	Corporate :Human Resources	P168	Human Resource Capacity development	Municipal Running cost	Work Skills Plan adopted by Council and submitted to LGSETA by 30 March 2020
44,0	28	To create an efficient, effective and accountable administration	Institutional Development and Financial Management	28.11	Filling of critical and scarcity vacant post within three month	4.28.28.11P173	Corporate :Human Resources	P173	Recruitment and Selection	R25 000,00	Quarterly reporting Portfolio
45,0	25	To ensure a good relationship between management and employees through regular interactions on labour issues	Institutional Development and Financial Management	25.1	Quarterly LLF meeting hosted annually	4.25.25.1P162	Corporate :Human Resources	P162	Local Labour Forum	Municipal Running cost	Four(4) LLF Meeting
46,0	26	To create an efficient, effective and accountable administration	Institutional Development and Financial Management	26.1	Report on the number of employees sign employment contract	4.26.26.1P163	Corporate :Human Resources	P163	Employment contracts	Municipal Running cost	Four(4) Reports
47,0	26	To create an efficient, effective and accountable administration	Institutional Development and Financial Management	26.2	Two staff moral programmes conducted annually	4.26.26.2P164	Corporate :Human Resources	P164	Staff Moral programmes	Municipal Running cost	Two(2) Reports
48,0	26	To create an efficient, effective and accountable administration	Institutional Development and Financial Management	26.3	Report quarterly on the number budget position evaluated	4.26.26.3P165	Corporate :Organisational Design	P165	Job Evaluation	Municipal Running cost	Four(4) Reports

NO	IDP Reg	STRATEGIC OBJECTIVES(ST)	KEY PERFORMANCE AREA	KPI NO	KEY PERFORMANCE INDICATOR	INDICATOR CODE	KEY FOCUS AREA	IDP NO	PROJECT NAME	BUDGET	ANNUAL TARGET
49,0	26	To create an efficient, effective and accountable administration	Institutional Development and Financial Management	26,10	Employment Equity Plan revised, adopted by training committee and Council	4.26.26.10P172	Corporate :Human Resources	P172	Employment Equity Plan	Municipal Running cost	Adoption and Submission to Department of labour
50,0	35	Effective and efficient administration and ensure effective integrated planning	Institutional Development and Financial Management	35,4	Institutionalisation of PMS and to all municipal levels	4.35.35.4P209	Corporate- Individual PMS	P209	Cascading Performance Management System	Municipal Running cost	Cascading PMS to Manager level
51,0	47	Enhance integrated planning and Council oversight	Good Governance and Public Participation	47,1	Quarterly monitoring Council and Mayoral committee resolutions	5.47.47.1P241	Corporate :Administration	P241	Monitor Council and Mayoral committee resolutions	Municipal Running cost	Four(4) Resolution register report
52,0	34	Ensure maximum use of record centre	Good Governance and Public Participation	34,2	Report quarterly on file plan amendments and additions internal and to Provincial activist	4.34.34.2P196	Corporate: Records Management	P196	Maintenance of Filings System	Municipal Running cost	Four(4) Reports
53,0	34	To communicate effectively and be responsive to the needs of the community	Good Governance and Public Participation	34,4	Two Disposal of records annually	4.34.34.4P198	Corporate: Records Management	P198	Disposal of Records	Municipal Running cost	Two(2) Reports
54,0	14	Increase % of households with access to free basic service	Institutional development and financial Management	14,1	Update indigent register annually	1.14.14.1P080	Free basic services	P080	Annual review of Indigent register	Municipal running cost	12 Monthly reports on updating the annual indigent register
55,0	14	Increase % of households with access to free basic service	Institutional development and financial Management	14,2	Provision of free basic service to registered indigent household	1.14.14.2P081	Free basic services	P081	Free basic services	R35 000,00	Increase in households provided with free basic services
56,0	36	Enhance Revenue strategy	Institutional development and financial Management	36,1	100% collection of revenue in service charges quarterly	4.36.36.1P215	Revenue	P215	Revenue collection	R300 000,00	100%
57,0	37	% of the budget actually spend	Institutional development and financial Management	37,1	100% Compliance to MFMA report requirement	4.37.37.1P219	financial Management	P219	MFMA Reporting	R50 000,00	12 Monthly financial reports
58,0	38	To ensure the efficient and effective procurement of goods and services	Institutional development and financial Management	38,1	One SCM policy capacity session	4.38.38.1P220	SCM Management	P220	Empowering SMME's and Suppliers	R50 000,00	SMMEs Capacited on SCM Policy
59,0	38	To ensure the efficient and effective procurement of goods and services	Institutional development and financial Management	38,2	Percentage of tenders processes completed within 120 days	4.38.38.2P221	SCM Management	P221	Bid Committee function	R50 000,00	100%
60,0	38	To ensure the efficient and effective procurement of goods and services	Institutional development and financial Management	38,3	Annual stock count report to CFO.	4.38.38.3P222	SCM Management	P222	Stock Management	R25 000,00	Annual stock count report submitted to CFO
61,0	39	To become a financial viable municipality that is able to account and report on all monies spent for service delivery purposes	Institutional development and financial Management	39,1	Report quarterly on the number of capacity building training conducted or attending	4.39.39.1P223	SCM Management	P223	Capacity Building and Training	R100,00	Number of training conducted

NO	IDP Reg	STRATEGIC OBJECTIVES(ST)	KEY PERFORMANCE AREA	KPI NO	KEY PERFORMANCE INDICATOR	INDICATOR CODE	KEY FOCUS AREA	IDP NO	PROJECT NAME	BUDGET	ANNUAL TARGET
62,0	39	To become a financial viable municipality that is able to account and report on all monies spent for service delivery purposes	Institutional dev elopment and financial Management	39,3	Compliance to Section 102 of MFMA	4.39.39.3P225	Expenditure Management	P225	Decrease in unauthorised, irregular, fruitless, wasteful expenditure	R7 500,00	4 Quarterly Reports of Unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches
63,0	39	Capacity building and effective financial management	Institutional dev elopment and financial Management	39,4	Compliance to Section 99b of MFMA	4.39.39.4P226	Expenditure Management	P226	Creditors payment	R150 000,00	12 Monthly reports on updating the annual indigent register
64,0	39	Capacity building and effective financial management	Institutional dev elopment and financial Management	39,8	Conduct of supplementary valuation roll	4.39.39.8P230	Properties	P230	General Valuation Roll and Supplementary	R1 500,00	1 Supplementary Valuation Roll conducted
65,0	40	To provide a credible budget	Institutional dev elopment and financial Management	40,1	Compilation of Annual budget 2020/2021	4.40.40.1P231	Expenditure Management	P231	Approval of Annual Budget 2020/2021 by 30 June 2020	R2 200,00	Approval of Annual Budget 2020/2021 by 30 June 2020
66,0	40	To provide a credible budget	Institutional dev elopment and financial Management	40,2	Report on % Capital budget actually spent	4.40.40.2P232	Expenditure Management	P232	Report on 95% Expenditure of the Capital Budget	R50 000,00	Report on 95% Expenditure of the Capital Budget
67,0	41	Maintaining fully GRAP compliant asset register annually	Institutional dev elopment and financial Management	41,1	Annual count of assets	4.41.41.1P233	Asset management	P233	Asset and fleet management	R50 000,00	1 Reports
68,0	42	Maintaining fully GRAP compliant asset register annually	Institutional dev elopment and financial Management	42,1	Fully GRAP Compliant Asset register	4.42.42.1P234	Asset management	P234	Asset register	N/A	Updated GRAP compliant Fixed Asset Register by 31 August 2019
KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION											
69,0	51	Support vulnerable groups	Good Governance and Public Participation	51,2	Report quarterly of HIV/Aids Council meeting and reports activities	5.51.51.2P247	MM-Special Programmes	P247	Implementation n of HIV/AIDS Plan	R50 000,00	Four(4) reports
70,0	51	Support vulnerable groups	Good Governance and Public Participation	51,2	Facilitate AIDS/HIV Tuberculosis and Cancer: Aids Day:	5.51.51.2P247	MM-Special Programmes	P247	Aids Day- HIV/AIDS Program	R50 000,00	Close-up report
71,0	51	Support vulnerable groups	Good Governance and Public Participation	51,3	Report quarterly of Disability program	5.51.51.3P248	MM-Special Programmes	P248	Disability: Disability program	R50 000,00	Four(4) reports
72,0	51	Support vulnerable groups	Good Governance and Public Participation	51,1	Report quarterly of Youth Program	5.51.51.1P246	MM-Special Programmes	P246	Youth Development: Youth Program	R50 000,00	Four(4) reports
73,0	52	To communicate effectively and be responsive to the needs of the community	Institutional Development and Financial Management	52,1	IDP-Budget Public Participation	5.52.52.1P250	MM-Special Programmes	P250	Facilitate IDP and Budget Road shows	R50 000,00	Four(3) Quarterly Close-report on IDP-Budget Road public Public participation
74,0	52	To communicate effectively and be responsive to the needs of the community	Good Governance and Public Participation	52,3	Report quarterly on functioning and activities of ward	5.52.52.3P252	MM- Public Participation	P252	Ward Committee Activities	R1 250 000,00	Four(4) reports
75,0	49	Enhance Intergovernment Relationships	Good Governance and Public Participation	49,1	Facilitate Four (4) IGR forum hosted	5.49.49.1P243	MM-IGR	P243	IGR Forum	Municipal Ranning cost	Four IGR Forums

NO	IDP Reg	STRATEGIC OBJECTIVES(ST)	KEY PERFORMANCE AREA	KPI NO	KEY PERFORMANCE INDICATOR	INDICATOR CODE	KEY FOCUS AREA	IDP NO	PROJECT NAME	BUDGET	ANNUAL TARGET
76,0		46 Enhance administration and Council oversight	Good Governance and Public Participation	46.1	Convene Audit Committee quarterly meetings by 30 June 2020	5.46.46.1.P240	MM -Audit Committee	P240	Audit Committee meetings	R200 000,00	Four(4) Audit Committee
77,0		45 Enhance administration and Council oversight	Good Governance and Public Participation	45.1	Facilitate Four (4) MPAC meetings	5.45.45.1.P239	MM-MPAC	P239	MPAC Meetings	Municipal Running cost	Four MPAC Meetings
78,0		32 To ensure a continually secure, effective and efficient ICT service	Institutional Development and Financial Management	32.3	Appointment of service provider to maintenance ICT Network system	4.32.32.3P181	MM-ICT		Maintenance of IT Network Cabling infrastructure	R100 000,00	Appointment of service provider
79,0		32 To ensure a continually secure, effective and efficient ICT service	Institutional Development and Financial Management	32.5	95% of Budget Spent allocated to purchase of laptops and desktops by 30 June 2020	4.32.32.5P183	MM-ICT	P183	Purchasing new laptops and Desktops	R250 000,00	95% of Budget Spent allocated to purchase of laptops and desktops by 30 June 2020
80,0		32 To ensure a continually secure, effective and efficient ICT service	Institutional Development and Financial Management	32.6	Appointment service provider to maintain website	4.32.32.6P189	MM-ICT	P189	Upgraded and maintained Website	R150 000,00	Upgraded and maintained Website
81,0		32 To ensure a continually secure, effective and efficient ICT service	Institutional Development and Financial Management	32.1	Establishment of ICT Steering Committee	4.32.32.1P179	MM-ICT	P179	Establishment of ICT Steering Committee	Municipal Running cost	Establishment of ICT Steering Committee
KEY PERFORMANCE AREA (SIX) HUMAN SETTLEMENT MANAGEMENT											
82,0	21	To ensure adherence to town planning and building control legislation	Local Economic Development and Planning	53.6	Four progress reports on steps taken to establish a FLISP	6.53.53.6P258	Spatial planning	P258	Facilitate FLIPS Projects	Municipal running cost	Four progress reports on steps taken to establish a FLISP
83,0	53	To ensure adherence to town planning and building control legislation	Local Economic Development and Planning	53.7	Housing development Progress reports on the steps taken to establish social housing	6.53.53.7P259	Spatial planning	P259	Social Housing	Municipal running cost	Housing development 4 Reports to portfolio committee
84,0	53	To ensure equitable access to housing for community of Makana	Human Settlement Management	53.5	Review Housing beneficiary list annually	6.53.53.5P257	Housing Development	P257	Facilitate Housing beneficiary	Municipal running cost	One report to Council